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MEMORANDUM

TO: Executive Committee
Administrative Committee
Regional Council

FROM: Colin Lennard, General Counsel

DATE: December 1, 2006

RE: Policy Regarding Staff Communications

Pursuant to the request of the Executive Committee, I have been asked to present to the Administrative Committee and the Regional Council, a draft policy for members of the Regional Council and Policy Committees in the event they are approached by any SCAG staff member with complaints, concerns, or issues regarding SCAG personnel issues, SCAG policy positions adopted or proposed by SCAG management, or issues concerning other staff members.

The attached proposed policy addresses the fact that there exists no policy at present and will provide a consistent approach and response to all staff member's communications to individual members of the Regional Council and Policy Committees.

This policy is in no way intended to interfere with or prevent individual staff members from exercising their right to contact or communicate with individual members of the Regional Council or Policy Committees.

**SCAG POLICY RELATING TO
INDIVIDUAL STAFF MEMBERS COMMUNICATIONS
WITH THE REGIONAL COUNCIL OR POLICY COMMITTEES**

In the event any member of the SCAG Regional Council, Administrative Committee or Policy Committee receives a communication from a SCAG staff member (whether orally or in writing) setting forth a complaint about SCAG management or other staff member(s), or stating a concern regarding personnel or other policies, procedures, or actions taken by SCAG management, the member shall refer the matter in writing directly to the Executive Director and the Human Resources Manager for investigation and corrective action if necessary, with a copy to the President. The Executive Director and the Human Resources Manager shall investigate the issue and report the results of the investigation and any proposed corrective action to the member and the President within 10 days of receipt of the referral.

Notwithstanding the foregoing, if the concern raised by the staff member involves a matter relating to the Executive Director or the Human Resources Manager personally, the member may refer the issue directly to the President and the Executive Committee which shall investigate the matter and, after consulting with counsel, decide the corrective action to be taken, if any, and report the results of the investigation to the Regional Council.